

Truman State University

Student Undergraduate Research/Scholarship Grant

Guidelines - AY 2009

October 31, 2008

+ Application Deadline: February 6, 2009

Purpose of the Undergraduate Research/Scholarship Grants

Truman's Undergraduate Research/Scholarship Grants support investigative, creative, and scholarly activities by undergraduate students that include a wide variety of original efforts directed toward the advancement of knowledge and understanding within all academic disciplines. Grant projects should be original and should promote independent work by the student. They will not duplicate any current ongoing research that the student is currently being funded to perform (e.g., research paid by scholarship funds). The project can, however, continue or expand previous research. For example, the project may fit with some larger research program that is either the work of the student or the work of the mentor or other researcher, but the distinctiveness of the student's research project proposed for this stipend must be clearly addressed by the student and mentor in the proposal. Grant projects should require significant effort, equivalent to a minimum of 300 hours of research, and should focus on a clearly defined, meritorious idea.

Undergraduate students in all academic departments and at all academic levels – including freshmen – are encouraged to apply for a research/scholarship grant. Grant projects may be pursued in the student's free time during the academic year and/or the summer, and in conjunction with upper-level independent study or research classes. Single investigator, multi-investigator, and interdisciplinary proposals are welcome. Students preparing interdisciplinary or collaborative projects should submit one proposal as co-investigators. Multiple submissions for the same project will not be considered. A student must be in good academic standing (e.g., not on probation) to apply for a grant.

Grant Period: Grant projects must be completed between March 1 and August 14, 2009, unless a specific exception has been granted by the Dean of the College or School authorizing the grant. The period of time the student investigator will be working on the project must be specifically defined (e.g., May 8 through August 14, 2009) in the methodology/procedures section of the proposal and the activities or work that will be undertaken during this period must also be clearly described. The appropriateness of the proposed time frame for the proposed project should be discussed between the student and the faculty mentor. (See the Proposal Format Instructions for details.)

Faculty Mentors: Each student investigator should select a faculty mentor who will support their project. The faculty mentor and the student should discuss and plan the project together. While the project should be the independent work of the student, the mentor is expected to guide and instruct the student throughout the project. The faculty mentor's commitment to the student is critical for the successful completion of the project. A letter of support from the faculty mentor must

accompany the proposal. The information that should be included in this letter of support is described in the Proposal Format Instructions.

How To Submit: Grant proposals involving a faculty mentor(s) in any one College or School should be submitted to the mentor's College or School Dean's Office no later than February 6, 2009. A student can only submit a research proposal to one College or School. Projects will be reviewed and awarded in accordance with each College or School's procedures.

Interdisciplinary projects should be submitted to the Provost and Vice President for Academic Affairs (PVPAA) Office, McClain Hall 203, no later than 4:00 p.m., February 6, 2009. The Interdisciplinary Studies Oversight Committee, after review, will make recommendations to the Provost for awarding interdisciplinary grants. A maximum of four interdisciplinary grants will be awarded. A student may not apply for both a College or School grant and an interdisciplinary grant in the same academic year.

Awards: A maximum \$2,000 student stipend will be awarded for each funded project. Multiple investigators working on the same project can apply for only one award. **Requisitions for payment of student and faculty stipends will be initiated by the awarding College or School (or by the PVPAA Office for interdisciplinary projects).** Stipends will be paid in two equal portions, the first at the mid-point of the grant period and the second at the end of the grant period **once the written report is submitted** to the Chair of the Student Research Committee. After review of the report, the Chair will notify Payroll to pay the student the balance due. The first payment date for each grant will be established by the College or School based on the grant proposal and included on the requisition for payment sent through the PVPAA Office; the second date will be October 30, 2009.

Notification of Awards: Deans of the College or School to which the grant proposal was submitted will notify all applicants whether they will or will not receive an award no later than March 6, 2009. Notice of awards for interdisciplinary projects will be made by the Provost and Vice President for Academic Affairs also by March 6, 2009.

Grant Recipient's Presentation and Written Report: Grant recipients are required to present their work at the University's annual Student Research Conference during the year following receipt of the award. Each student investigator is also required to prepare both a 250-400 word abstract summarizing their research and a final written report that is no longer than five double-spaced pages. The report should briefly describe the project that was proposed, specifically what was accomplished during the grant period, and what the student learned from the project. The report should be submitted to the Chair of the Student Research Committee no later than October 15, 2009. This submission is required for final payment of the grant award. The Chair of the Student Research Committee will ensure a copy of the report is provided to the appropriate Dean of the College or School of the grant recipient (or to the Provost and Vice President for Academic Affairs Office for interdisciplinary projects).

Considerations: Student researchers should be aware of the University regulations and compliance issues which apply to all investigators. Information about projects involving human subjects, proper animal care, and use of hazardous materials can be obtained from the Office of Grants and Sponsored Programs in the Center for Teaching and Learning located in Pickler Memorial Library 204.

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Undergraduate Research/Scholarship Proposal Format Instructions

Use the following format and organizational headings to prepare your proposal for submission. Complete each section carefully. Incomplete applications will not be reviewed. Use 10 point or larger type.

I. Project Summary/Abstract (one page maximum, double spaced)

The summary or abstract should briefly describe: (1) the goals or objectives of the project; (2) why the project is important or what will be learned from it; (3) the specific procedures or work methods that will be used to achieve the goals or objectives; (4) how the success of the project will be determined; and, (5) how the results of the project will be shared.

II. Faculty Mentor Letter of Support

The letter from the faculty mentor should briefly describe the project and explain the educational benefits for the student. In addition, the qualifications and capacity of the student for performing the required elements of the project should be addressed. The project development process should also be addressed, and if the project grows out of a larger research program, particularly one of the faculty mentor, the distinctiveness of the project and how it fits in with the faculty member's research should be clarified in the mentor's letter. The mentor should state his/her willingness to assist the student in all phases of the project, including planning, structuring, completing, and reporting. The mentor specifically should address the guidance that will be offered in preparation of the application to the Institutional Review Board should the research involve human subjects. A description of specific ways that the mentor plans to guide the student is important. The mentor should agree to help the student prepare the abstract and the written report that are required on completion of the project and an oral or poster presentation for Truman's Student Research Conference.

III. The Student Investigator's Qualifications (one page maximum, double spaced)

Briefly describe your qualifications to pursue the project. Include your major and number of completed credit hours and expected graduation date. Explain why you are interested in this project, what related classroom or laboratory experience you have had, what background reading you have done, discussions you have had with a faculty member, etc.

IV. Goals/Objectives (one page maximum, double spaced)

Explain specifically what you plan to accomplish during the grant period.

V. Methodology or Procedures (three pages maximum, double spaced)

Identify the time period (weeks, months, etc.) you plan to work on the project, giving the dates you expect the project to begin and end, and approximately how many hours each week you will focus on the project. Describe exactly what activities or procedures will take place during the grant period. Specifically explain how the project will be carried out. Note that research on human subjects needs to be approved by the Institutional Review Board (IRB). The narrative should address the need or lack thereof for IRB review and approval. Prior IRB approval is welcome and encouraged. Identify what you will do and what other individuals who will be involved in the project will do. Describe the extent of the involvement of the faculty mentor in the project.

VI. Timeline (one page maximum)

Include a timeline that sequentially outlines the progression of activities that will take place during the entire grant period. The timeline may be presented graphically or in outline form. If required, the timeline should include time for submission and approval by the IRB.

VII. Budget Summary (one-half page maximum)

Funds are available for student stipends up to \$2,000 per grant. State the amount you are requesting and briefly describe any budgetary requirements that will not be covered by the stipend.

VIII. Evaluation/Dissemination (one-half page maximum)

Briefly explain how you will determine whether the project has accomplished the goals or objectives that were established. Describe ways that you might share the results of this project with the University community, and with a larger audience if appropriate, in addition to the required Student Research Conference presentation and written report.

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ADDENDUM to the STUDENT UNDERGRADUATE RESEARCH /SCHOLARSHIP GRANT GUIDELINES for SUMMER 2009

This Addendum is in effect for Summer 2009 only.

Up to \$1,000 will be paid to faculty mentors who assist undergraduate students with projects funded by the 2009 Undergraduate Research/Scholarship Grants. Faculty may request up to \$1,000 in any appropriate budget category including:

- Supplies and materials
- Travel for the faculty member and/or the student
- Summer salary for the faculty member
- Other appropriate categories as approved by the College or School review committee

Faculty members may only earn up to a total of \$2,000 during the summer in salary for Truman-funded Undergraduate Research/Scholarship Grants. Faculty salary payment prior to May 11, 2009, requires special approval.

How to Request Funds

Faculty members who wish to request funds should prepare a short budget summary as part of their faculty mentor letter of support, listing the amount of funds requested in each category and explaining how the amount was determined. Requests for summer salary need to be prepared by a faculty member's College or School and forwarded to the Provost and Vice President for Academic Affairs Office for processing. Approved funds will be distributed through regular Truman Business Office procedures.